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DDA 83-1668/2

31 AUG 1983

DDA REGISTRY

FILE: 45-14

MEMORANDUM FOR: Chief, Building Services Branch
Logistics Services Division, OL

FROM: James H. McDonald
Associate Deputy Director for Administration

SUBJECT: Application for Property Pass, Form OF-7

REFERENCE: Memo to C/BSB/LSD/OL from EO/DDA, dtd 7 Jul 83,
same Subject

In order to facilitate departure from the Headquarters Building of visitors and employees carrying nongovernment-owned property, it is requested that authority be delegated to [redacted] Executive Officer to the DDA, vice [redacted] to issue one-time property passes (Form OF-7). In accordance with [redacted] the following information is provided:

Badge Number [redacted]
Employee Number [redacted]
Component Designation O/DDA
Room Number 7D24 Hqs.
Extension [redacted]

STAT
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James H. McDonald

Attachment
Signature Card

APPROVED:

STAT

Chief, Building Services Branch, LSD/OL

NOTE: THE ABOVE AUTHORIZATION EXPIRES 09/01/84.

Distribution:

- 0 - Return to ADDA w/o att
- 1 - C/BSB/OL w/att
- 1 - EO/DDA w/o att

9/2/83
Date

[redacted] has been deleted from the list of employees authorized to issue Property Passes, effective 09/01/83.

STAT